



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 11/16/76	1. Agency Address Georgia Bureau of Investigation Georgia Crime Information Center 959 E. Confederate Ave., S. E. Atlanta, Georgia	Application Number 76-340	
Application Number		Date Received NOV 19 1976	Date Completed DEC 1 1976
2. Person to Contact Mrs. Corally Slaughenhop		Working Title Training Officer	Telephone Number 656-6110
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1975- Latest Present		5. Records Series Title (followed by title used in office, if different) GCIC Training Office Subject Files	
6. Division and Office Function. What is the function of the Division and the Office in which this record series is created? — The Georgia Bureau of Investigation provides crime prevention efforts and criminal investigative assistance to local law enforcement agencies and the Executive Branch of Government of the State of Georgia. The Bureau (GCIC) provides criminal identification, criminal history, and offender tracking services to Georgia Courts, the correctional system, and local law enforcement agencies. The State Crime Laboratory administers the Georgia Post Mortem Act and the Implied Consent Act.			
7. Record Series Description. This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: developing and conducting the training program for G.C.I.C. employees. Included are: Lesson plans, newsletters, purchase orders, training sessions and materials, correspondence, memorandums, etc. File is arranged: Alphabetically by subject			
8. Monthly Reference Rate. How often are records referred to which are: One to six months old 15; Seven to twelve months old 15; Thirteen to twenty-four months old 6; twenty-five months and older 3?			
9. Annual Rate of Accumulation of Records Letter-size drawers 1; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law _____ years.	d. Audit period _____ years.
b. Statute of limitation _____ years.	e. Administrative need <u>2</u> years.
c. Federal law _____ years.	f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

For the reference file of the Training Office, the original copy of all lesson plans training material is maintained in the Administrative Section of the GBI.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 2 year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>B. E. Linder</i>	<i>11-16-76</i>	<i>Jean Powell</i>	<i>11/16/76</i>
State Records Committee (Signature)			
State Auditor/Designee			Date
<i>[Signature]</i>			<i>11-27-76</i>
Secretary of State/Designee			Date
<i>Canell Hart</i>			<i>11-24-76</i>
Attorney General/Designee			Date
<i>[Signature]</i>			<i>11-30-76</i>

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)